



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: University General Retention Schedule

Section: Health Services
Sub-Section:

TITLE: Immunization Records K-12		CUTOFF: Graduation or date of last attendance	
DESCRIPTION: Records include a copy of a student's full vaccination records for K-12 or the appropriate corresponding time period.		RETENTION: Years: 5 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES: 24356	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016
TITLE: Meningococcal Vaccine Status		CUTOFF: Graduation or date of last attendance	
DESCRIPTION: Records include documentation that the institution has alerted each student living on campus, or if the student is a minor, the student's guardians, of the risks associated with the meningococcal disease and the availability and effectiveness of the meningococcal vaccine. Records also include either a copy of a vaccination record for each student who has received the vaccine or a waiver signed by students declining to receive the vaccine. Records are maintained per 174.335 RSMo.		RETENTION: Years: 5 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES: 24355	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016
TITLE: On Campus Health Services Log		CUTOFF: EOCY	
DESCRIPTION: Documentation of health services provided by the institution. Records include, but are not limited to, listing of the number of students using on-campus health services, types of services rendered, and if possible, any follow-up information.		RETENTION: Years: 10 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES: 24352	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016



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Section: Health Services
Sub-Section:

TITLE: Student Health and Accident Insurance		CUTOFF: Graduation or date of last attendance	
DESCRIPTION: Documentation of a student's participation in an institution's insurance program, what level of insurance has been purchased, coverage details, and all other information necessary to provide the student with insurance coverage.		RETENTION: Years: 5 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES: 24357	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016
TITLE: Student Medical File		CUTOFF: Graduation or date of last attendance	
DESCRIPTION: Medical records of students who have reached the majority. Records include, but are not limited to, medical reports, laboratory reports, complete hospital records, and ancillary reports of a student's medical needs. These records are used to verify any special needs a student may have.		RETENTION: Years: 6 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: HIPAA-Compliant Shred	
SERIES: 24353	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016
TITLE: Student Medical File - Minor		CUTOFF: Graduation or date of last attendance	
DESCRIPTION: Medical records of students who have left the institution before reaching the majority. Records include, but are not limited to, medical reports, laboratory reports, complete hospital records, and ancillary reports of a student's medical needs. These records are used to verify any special needs a student may have.		RETENTION: Years: 6 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: HIPAA-Compliant Shred	
SERIES: 24354	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016



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Department: Department of Higher Education
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Section: Health Services
Sub-Section:

TITLE: Student Mental Health Services

CUTOFF: Graduation or date of last attendance

DESCRIPTION: Documentation of mental health services provided by the institution. Records include, but are not limited to, listing of the number of students using on-campus mental health services, types of services rendered, and if possible, any follow-up information.

RETENTION: Years: 6 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Shred

SERIES: 24358

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016
